

FACILITIES MANAGEMENT

BUDGET UNIT: ADMINISTRATION (AAA FMD FMT)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair and Maintenance).

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	344,841	344,105	334,567	385,060
Total Revenue	349	-	284	-
Local Cost	344,492	344,105	334,283	385,060
Budgeted Staffing		4.0		4.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes include the reduction of 1.0 Staff Aide and the addition of 1.0 Staff Analyst II to monitor and maintain the new CAFM (Computer Aided Facilities Management) maintenance and inventory software. Also included is the conversion of an Executive Secretary III to an Executive Secretary II.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Administration
FUND: General AAA FMD FMT

FUNCTION: General
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	329,769	335,825	16,754	-	352,579
Services and Supplies	4,798	8,280	(14,346)	-	(6,066)
Transfers	-	-	(89)	-	(89)
Total Appropriation	334,567	344,105	2,319	-	346,424
<u>Revenue</u>					
Other Revenue	284	-	-	-	-
Total Revenue	284	-	-	-	-
Local Cost	334,283	344,105	2,319	-	346,424
Budgeted Staffing		4.0	-	-	4.0

GROUP: Internal Services
DEPARTMENT: Facilities Management - Administration
FUND: General AAA FMD FMT

FUNCTION: General
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	352,579	7,641	360,220	-	360,220	-	360,220
Services and Supplies	(6,066)	30,213	24,147	-	24,147	-	24,147
Transfers	(89)	782	693	-	693	-	693
Total Appropriation	346,424	38,636	385,060	-	385,060		385,060
<u>Revenue</u>							
Current Services	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-		
Local Cost	346,424	38,636	385,060	-	385,060	-	385,060
Budgeted Staffing	4.0	-	4.0	-	4.0	-	4.0

FACILITIES MANAGEMENT

Base Year Adjustments

Salaries and Benefits	8,868	MOU.
	17,462	Retirement.
	424	Risk Management Workers Comp.
	<u>(10,000)</u>	30% Cost Reduction Plan
	<u>16,754</u>	
Services and Supplies	<u>(13,605)</u>	Risk Management Liabilities.
	<u>(741)</u>	30% Cost Reduction Plan.
	<u>(14,346)</u>	
Transfers	<u>(89)</u>	Incremental change in EHAP.
Total Appropriation	<u>2,319</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>2,319</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(5,228)	Net Savings between addition of an Executive Secretary II and deletion of an Executive Secretary III.
	<u>12,869</u>	Net increase between addition of a Staff Analyst II and deletion of a Staff Aide.
	<u>7,641</u>	
Services & Supplies	30,995	Increase in appropriations to more accurately reflect administrative costs.
	<u>(782)</u>	GASB 34 Accounting Change (EHAP).
	<u>30,213</u>	
Transfers	<u>782</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>38,636</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>38,636</u>	